

July 18, 2022

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY INFORMATION NOTICE NO. I-53-22**

The purpose of this All County Information Notice is to provide instructions for submission of the Fiscal Year 2021-22 Office of Child Abuse Prevention Annual Report.



KIM JOHNSON  
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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GAVIN NEWSOM  
GOVERNOR

July 18, 2022

ALL COUNTY INFORMATION NOTICE NO. I-53-22

TO: ALL COUNTY BOARD OF SUPERVISORS  
ALL COUNTY CHILD WELFARE DIRECTORS  
ALL COUNTY CHIEF PROBATION OFFICERS  
ALL CHILD ABUSE PREVENTION COUNCIL DIRECTORS  
ALL OFFICE OF CHILD ABUSE PREVENTION COUNTY  
LIAISONS  
ALL TRIBES WITH A TITLE IV-E AGREEMENT WITH THE STATE

SUBJECT: INSTRUCTIONS FOR THE SUBMISSION OF THE FISCAL YEAR  
2021-22 OFFICE OF CHILD ABUSE PREVENTION ANNUAL  
REPORT

REFERENCE: [ASSEMBLY BILL \(AB\) 636 \(CHAPTER 678, STATUTES OF 2001\);](#)  
[AB 153 \(Chapter 86, STATUTES OF 2021\); WELFARE AND](#)  
[INSTITUTIONS CODE \(WIC\) SECTION 18960\(b\); WIC SECTION](#)  
[18962; WIC SECTION 18963\(c\); WIC SECTION 18966.1; WIC](#)  
[SECTION 18950; ACIN NO. I-59-21; ACIN No. I-16-22; ACL No. 21-](#)  
[144](#)

The purpose of this All County Information Notice (ACIN) is to provide instructions to county liaisons and tribes with a Title IV-E agreement with the state on the data collection of required annual expenditure information and the submission process for the Fiscal Year (FY) 2021-22 Office of Child Abuse Prevention (OCAP) Annual Report. The OCAP Annual Report is completed and submitted through the new Apricot database, formerly Efforts to Outcomes (ETO). ***County birth certificate fee information must be submitted in the Apricot system by Friday, July 29, 2022, for the OCAP to timely allocate and release Community-Based Child Abuse Prevention (CBCAP) funds. The complete OCAP Annual Report must be submitted in the Apricot system by Friday, September 30, 2022.***

The OCAP Annual Report details progress towards attaining systematic goals including desired outcomes for programs and services overseen by the OCAP. State and federally required data for CBCAP, American Rescue Plan Act - CBCAP supplemental

(ARPA-CBCAP), Child Abuse Prevention Intervention and Treatment (CAPIT), Promoting Safe and Stable Families (PSSF), and County Children's Trust Fund (CCTF) funds are gathered in the OCAP Annual Report. The OCAP continues to be responsible for collecting annual expenditures and information necessary to meet state and federal reporting requirements. Counties must still provide the OCAP with an annual expenditure report, including funds expended, populations served, and other necessary information, no later than **October 1, 2022**, as required by [WIC section 18962](#), [section 18963\(c\)](#) and [section 18966.1\(d\)](#).

## BACKGROUND

The OCAP's mission is to shape policy, build communities and strengthen families so that child maltreatment is prevented. As established in [WIC section 18950](#), the OCAP's role is to plan, improve, develop, and carry out programs and activities relating to the prevention, identification, and treatment of child abuse and neglect. The OCAP is the lead agency within the California Department of Social Services (CDSS) providing administrative oversight and consultation for child abuse prevention programs across the entire services continuum from prevention to aftercare funded with CAPIT, CBCAP, PSSF and CCTF funds. The OCAP monitors the distribution and utilization of these funds to maximize federal financial participation, derive county allocations, and ensure targeted services that meet county identified needs.

[Assembly Bill 636, Chapter 678, Statutes of 2001](#), enacted the Child Welfare Services Outcome and Accountability Act of 2001. This law required the CDSS to establish the California-Child and Family Services Review (C-CFSR) process. In 2009, the CDSS integrated prevention into the assessment and planning processes of the C-CFSR for CAPIT, CBCAP, PSSF programs and the CCTF. Restructuring of the County Self-Assessment (CSA) included utilizing data from the needs assessment and environmental scan to identify prevention service array gaps. The CSA findings provide guidance on how to expend OCAP funding to support targeted services which address county identified needs.

The System Improvement Plan (SIP) part of the C-CFSR process encompasses two annual reports, the annual SIP Progress Report and the OCAP Annual Report, detailing progress towards attaining systematic goals including desired outcomes for OCAP funded programs and services. The OCAP Annual Report provides updates on county's OCAP-funded services and progress towards meeting prevention goals. Data provided is used to fulfill state and federal funding reporting requirements, identify technical assistance needs, and strengthen the continuous quality improvement (CQI) process.

### Reporting Services by Prevention Level

The [OCAP Prevention Framework](#) provides information on prevention levels and strategies for implementing prevention programs. Primary prevention activities are directed at the general population to strengthen communities and improve child and

family well-being. Secondary prevention activities are offered to populations that have one or more risk factors associated with compromised well-being or child maltreatment. Tertiary prevention activities focus on families where child maltreatment has occurred. CBCAP funding is limited to primary and secondary prevention activities.

Two years ago, the OCAP requested counties assess which services were being provided for each level of prevention. The OCAP will continue to ask this question to understand how funding is spent along the continuum and what technical assistance is needed to support counties in developing quality services along the entire continuum. This information will also document how counties are investing in primary and secondary prevention services referenced in [AB 153](#).

### OCAP ANNUAL REPORTING RESPONSIBILITIES

The reporting period for the FY 2021-22 OCAP Annual Report begins July 1, 2021 and ends June 30, 2022. The public agencies designated by the county Board of Supervisors (BOS) to administer CAPIT, CBCAP, PSSF, and CCTF funds are responsible for receiving and entering report data for community partners, child abuse prevention councils (CAPCs), and service providers receiving these funds and ensuring accurate and timely completion of the OCAP Annual Report. Tribes with a Title IV-E agreement with the state that have opted to receive ARPA-CBCAP funds will only be responsible for reporting how ARPA-CBCAP funds were spent. The OCAP will work with these tribes to set up login information and provide alternative methods for reporting if requested. ***The completed OCAP Annual Report must be submitted in the Apricot system by Friday, September 30, 2022.***

### TRANSITION FROM ETO TO APRICOT

For FY 2021-22, the OCAP transitioned to a new database called Apricot. The Apricot database is similar in function to ETO, with the TouchPoints now called "Forms." Current ETO users will be imported into Apricot and will receive an email with instructions on how to login and password requirements.

### COMPLETION OF THE OCAP ANNUAL REPORT

The OCAP Annual Report consists of the following Forms: 1) Terms and Conditions; 2) County Children's Trust Fund; 3) County Need (CSA); 4) Service Activity and Funding Stream Parts 1 and 2; 5) ARPA-CBCAP; 6) Child Abuse Prevention Council (CAPC); 7) Child Abuse Prevention Month (CAP Month Only Activities); 8) Community Outreach (Outside of CAP Month); 9) County Allocations (information entered by administrators); 10) General Information; and 11) County Contacts. Counties are required to accurately complete each tab of all Forms in Apricot unless otherwise noted. Tribes with a Title IV-E agreement with the state that have opted to receive ARPA-CBCAP funds should only complete the ARPA-CBCAP Form. For a full description of each Form please refer to Attachment A.

## SUBMISSION OF THE OCAP ANNUAL REPORT

Beginning July 1, 2022, counties can enter FY 2021-22 data into the Apricot real-time reporting system. County Liaisons are provided with login credentials to gain access to the system. Please contact your OCAP County Consultant if you are experiencing difficulties with login credentials or have a new Apricot user. No hard copies with signatures will be collected. Counties must accept the Terms and Conditions as stated in Apricot. Failure to accept the Terms and Conditions could delay and/or prohibit counties from receiving future allocations. The Application and Assurance form for funds overseen by OCAP is also provided in Apricot.

## TECHNICAL ASSISTANCE

Two webinars to introduce OCAP Liaisons to the Apricot database and assist users in completing the FY 2021-22 OCAP Annual Report were held in late June and early July. The webinars included a live demonstration in Apricot, including instructions on how to enter information and an overview of any additional updates to the system. Training videos and Apricot reference materials will be accessible on the OCAP [County Liaison and Apricot Users webpage](#) of the OCAP website.

The OCAP will also host a webinar that provides an overview of the OCAP Annual Report ACIN and the reporting process. The webinar will include an overview of federal reporting, a walkthrough of new questions for activities funded by ARPA-CBCAP, a highlight of critical data elements, the importance of reporting accurately, and time to address common questions.

The OCAP Annual Report Kickoff webinar will be on Tuesday, July 19, 2022 from 10:00 a.m. to 11:00 a.m. Users may register for the OCAP Annual Report Kickoff webinar via the following link:

- [OCAP Annual Report Kickoff Webinar Registration](#)

The webinar will be recorded, and a link will be sent to partners who are unable to attend. Further support is available through your OCAP County Consultant or by emailing [OCAP-PND@dss.ca.gov](mailto:OCAP-PND@dss.ca.gov).

## REPORTING REQUIREMENTS for NEW ARPA-CBCAP SUPPLEMENTAL GRANT

As referenced in [ACL No. 21-144](#), counties and tribes with a Title IV-E agreement with the State who opted in to receive the ARPA-CBCAP supplemental grant funds are required to provide the OCAP with aggregate quantitative and qualitative data regarding planning activities, services and programs funded through the OCAP annual reporting process. A new Form was added to the Apricot system for counties and tribes with a Title IV-E agreement with the state to complete information for planning and other non-direct services funded by ARPA-CBCAP. Direct services funded by ARPA-CBCAP will be reported under the Service Activity and Funding Stream Form with the same

reporting requirements as regular CBCAP grant funds. *The OCAP recognizes that most counties and tribes with a Title IV-E agreement with the State will not have used any ARPA-CBCAP funds in FY 2021-22.*

## OCAP ANNUAL REPORT REVIEW

Upon receipt of the OCAP Annual Report, the OCAP County Consultants will review and analyze data entered in Apricot for accuracy and completion. The OCAP County Consultants will also review data to ensure counties have made required adjustments to data collection, reporting, and evaluation based on feedback given in prior years. Data will be reviewed for adherence to guidance provided in the Apricot system, training webinars, technical assistance during the FY 2021-22 the OCAP Annual Report review period, and Quality Improvement Plan (QIP) Agreements.

Last fiscal year, the OCAP provided informal feedback on OCAP annual reports. Due to unforeseen circumstances, the OCAP was unable to provide formal feedback letters. For FY 2021-22, the OCAP will resume providing formal responses to the submission of annual reports.

## QIP AGREEMENTS

The OCAP implemented the county-level QIP practice and agreements for annual reports to provide concrete feedback in support of unified statewide improvements in annual reporting outcomes and prevention programs. Upon completion of the OCAP Annual Report review process, counties that meet the requirements for reporting expenditures and activities will receive one letter acknowledging approval of their annual report. Counties that did not meet one or more requirements will receive two documents: 1) letter notifying of improvements needed, and 2) an individualized QIP. Each county's QIP will list the issue(s), the requirement(s) not met, and provide space for the county to add their action plan for addressing the issue(s) with a timeframe for completion.

In the spirit of CQI, the OCAP reviewed the QIP process and changed the process to accommodate the challenges and time it takes to decide and implement programmatic and fiscal changes and improvements. Moving forward, counties will not receive another QIP Matrix identifying areas to be addressed until the previous one has been completed. The county will identify completion dates for action items listed on the QIP Matrix. The OCAP will partner with the county to monitor progress of QIP action steps. The county will not receive an additional QIP if they already have a current QIP. The QIP is meant to assist counties as a mechanism to improve the quality of prevention services and OCAP funded services to children, youth, families, and communities. Below is a list of items that the OCAP County Consultants will review. If any of these areas are a concern, they will be identified on a QIP Matrix. If there are not any areas to be addressed or the county has a current QIP, the county will receive an Annual Report Feedback letter which includes recommendations of areas to address, watch, or update. The letter will also acknowledge county strengths.

QIP ITEMS include the following:

- Not tracking outcomes (even if it is one program)
- Not evaluating programs effectively (even if it is one program)
- No functioning CAPC
- Information in Apricot is different from the current Program Description
- Not tracking numbers served (even if it is one program) \*except Network Development
- Using client satisfaction as evaluation (even if it is one program)
- Tracking attendance as evaluation (even if it is one program)
- Not breaking out numbers served by service activity
- Not spending a minimum of 20 percent in each category of PSSF funding
- Missing Program Description information provided in the SIP
- A service is not allowable under the funding source

Counties that received a previous QIP and have remaining action steps to complete are requested to complete a QIP Progress Report via Alchemer to provide updates regarding current QIP action items. The QIP Progress Report link will be provided in the FY 2021-22 Annual Report feedback letter.

The OCAP is committed to providing responsive technical assistance for counties and tribes with a Title IV-E agreement with the State, maintaining consistent contact with County Liaisons, and making any necessary improvements to the Apricot data entry system. The OCAP thanks you for your continued efforts to strengthen prevention activities for children and families.

If you have any questions or require additional guidance regarding the information in this letter, contact the OCAP at (916) 651-6960 or at [OCAP-PND@dss.ca.gov](mailto:OCAP-PND@dss.ca.gov).

Sincerely,

***Original Document Signed By***

CHERYL TREADWELL, Chief  
Safety, Prevention and Early Intervention  
Children and Family Services Division

Attachments

cc: County Welfare Directors Association

## INSTRUCTIONS FOR THE COMPLETION OF THE OCAP ANNUAL REPORT

### TERMS AND CONDITIONS FORM

The Terms and Conditions Form records acceptance and acknowledgement of the county's responsibility to comply with the Office of Child Abuse Prevention (OCAP) reporting requirements for Child Abuse Prevention Intervention and Treatment (CAPIT), (CBCAP), Promoting Safe and Stable Families (PSSF) and County Children's Trust Fund (CCTF) funds. Counties are required to review and accept the Terms and Conditions annually as a condition of funding.

### CCTF FORM (BIRTH CERTIFICATE FEE INFORMATION)

County birth certificate fee information is collected in the CCTF Form. The CCTF was established in accordance with Welfare & Institutions Code ([WIC section 18966](#)). County birth certificate fees are deposited into the CCTF annually. The [WIC section 18966.1](#) established the state allocation methodology for distributing federal CBCAP funds based upon the annual CCTF monies collected. The release of allocations, such as the annual CBCAP allocation, is dependent on the submission, review and approval of annual birth certificate fees reported by all counties. **The OCAP requires counties to enter 2021 birth certificate fees data in Apricot by Friday, July 29, 2022, to release the Federal Fiscal Year (FFY) 2022 CBCAP allocations quickly.** Late submission or inaccurate reporting of birth certificate fee information will delay the OCAP's ability to release funding.

### COUNTY NEEDS FORM

This Form captures the county needs identified in the County Self-Assessment (CSA) or other community needs assessment. County identified needs are required to justify the expenditure of funds overseen by the OCAP.

### SERVICE ACTIVITY AND FUNDING STREAM FORM PARTS 1 AND 2

These Forms describe the OCAP funded expenditures and activities, programs, and services provided across the state.

### SERVICE ACTIVITY AND FUNDING STREAM PART 1

The purpose of Part 1 of the Service Activity and Funding Streams Form is to create a statewide picture of the services provided, population(s) served, and the evaluation outcomes of OCAP funded programs and services. This Form provides an account of how counties address service gaps identified in their CSA. **Each Service Activity and Funding Stream Form should report outcomes for one service activity. Program Descriptions that include multiple funded service activities require a unique Form for each activity.**

*(ex. County X is funding Crisis Center Y for three activities on one Program Description: counseling, domestic violence, and childcare services. County X is required to complete three Apricot Forms, reporting outcomes for each service activity. Each section of all three Forms should be accurately completed.)*

The evaluation should consist of a unit of measure that matches the recipient of service and persons count. *(ex. Marissa is receiving DV counseling from Crisis Center Y. Her three children attend the childcare center during her counseling sessions. The Crisis Center Y Counseling Services Forms will evaluate Marissa as the client and record her as one person. The Crisis Center Y Childcare Services Form has two options for recording; if recorded by individual, one evaluation will be given to each child and one person's count will be recorded per child; or if recorded by family one evaluation and person's count will be recorded).*

Included in the Service Activity and Funding Stream Form is a tab to identify target populations and levels of prevention. Counties that provide one type of service activity to clients in Child Welfare Services (CWS), as well as non-CWS (public, pre-CWS, voluntary CWS) populations must clearly identify the percentage of CWS and non-CWS families receiving services *(ex. County Y funded transportation as a concrete support through the Family Resource Center (FRC). The FRC served both CWS and non-CWS families. The FRC served a total of 187 families in FY 2021-22. County Y should report the number served for both CWS and non-CWS families. County Y should report the number served at the primary prevention level in the number served field and include the number served for non-CWS families in the additional comments field. Please include an explanation of how the totals were derived)*. This information will be used to analyze state funding for each level of prevention, including ensuring that funding streams are utilized correctly, and assist in identifying funding and service gaps. Counties are encouraged to review the [Prevention Framework](#) or contact their OCAP County Consultant for assistance with determining the appropriate prevention level for each service activity.

## SERVICE ACTIVITY AND FUNDING STREAMS PART 2

Part 2 of the Service Activity and Funding Stream Form provides an annual budget update for prevention services provided during the Fiscal Year (FY). Counties should report current FY expenses for each funded service and funding source. Although CAPIT funds have been realigned, reporting on the utilization of these funds remains required pursuant to [WIC sections 18962](#) and [18963\(c\)](#), California uses county CAPIT spending as a federal match to leverage and maximize CBCAP funds in accordance with [WIC section 18960\(b\)](#).

## AMERICAN RESCUE PLAN ACT COMMUNITY-BASED CHILD ABUSE PREVENTION (ARPA-CBCAP) FORM

Counties and tribes with a Title IV-E agreement with the state who opted in to receive ARPA-CBCAP funds are required to report on planning and non-direct services funded by ARPA-CBCAP. The ARPA-CBCAP Form will collect information on the planning and collaborative efforts of counties and tribes with a Title IV-E agreement with the state. The activities listed in this Form are identical to the activities listed in the Letter of Intent (LOI) attached to [ACL No. 21-144](#) and submitted by counties and tribes with a Title IV-E agreement with the state.

#### CHILD ABUSE PREVENTION COUNCIL (CAPC)

This Form is designed to collect county CAPC information. The [WIC section 18982](#) establishes the purpose of CAPCs as a community council who coordinates the community's efforts to prevent and respond to child abuse. The OCAP collects CAPC information to comply with federal and state reporting requirements for CBCAP and CCTF monies.

#### CHILD ABUSE PREVENTION (CAP) MONTH (CAP MONTH ONLY ACTIVITIES)

This Form captures information about outreach and educational programs and services offered in April, during Child Abuse Prevention Month. Counties are encouraged to participate in CAP Month activities to promote public awareness of child abuse and neglect, and to mobilize resources to support child abuse and neglect prevention efforts.

#### COMMUNITY OUTREACH (OUTSIDE OF CAP MONTH) FORM

The Community Outreach Form captures the community outreach that falls outside of those offered during CAP Month. The information includes different outreach activities, the estimated number of individuals reached for each activity and a brief description of one public awareness activity carried out in the county. This information is utilized by OCAP to gain a better understanding of each county's outreach efforts throughout the year.

#### GENERAL INFORMATION FORM

The General Information Form collects general child welfare county data pertaining to the current System Improvement Plan (SIP) cycle. This information includes the current SIP cycle dates, parental involvement in service planning, risk factors, differential response, CBCAP rollover, and enhanced case management practice information.

#### COVID-19 INFORMATION TAB

This Tab within the General Information Form collects information directly related to changes in funding or programs as a direct response to the COVID-19

pandemic. Counties should provide an overview of changes to programs and services provided, funding leveraged, and populations served.

#### COUNTY CONTACT FORM

Counties are required to accurately complete each tab of the County Contact Form in Apricot: 1) County Contact Information, 2) Agency Director Information and 3) Child Welfare Director Information. The OCAP County Liaison contact information (i.e., telephone number and email address) should not be listed on each tab of the County Contact Form. Contact information should match current agency organizational charts and provide a direct line of communication for the distribution of resources including funding guidance, training opportunities, best practices, state and federal policies, and technical assistance and supports for prevention programs and services.